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ABSTRACT

This five-year plan sets forth the principles, Department of Libraries mission statement, needs, goals, evaluation plan, and programs for administering Vermont's LSTA (Library Services and Technology Act) program during 2003-2007. It defines stakeholders and their roles, and the communication and monitoring procedures that will assure the involvement of the library community and library users in the implementation of the LSTA state program in Vermont. This document presents actions, time frames, key output/outcome targets, statutory mandates, and LSTA purposes for the following goals: (1) to enhance and expand libraries' technology capabilities so that all Vermonters will have reliable and equitable statewide electronic access to information resources; (2) to enhance and expand resource sharing and cooperative efforts among libraries so all Vermonters have reliable and equitable access to information resources; (3) to improve the quality and accessibility of library and information services to all Vermonters by making available to local libraries support services, technical assistance, training, and other appropriate programs; and (4) to ensure that every Vermonter has equitable access to library materials and information regardless of location, age, education, economic status or special need. (Contains 15 references.) (MES)

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ED 480 352

STATE OF VERMONT

DEPARTMENT OF LIBRARIES

LIBRARY SERVICES AND TECHNOLOGY ACT

FIVE-YEAR PLAN, 2003-2007

For submission to the Institute of Museum and Library Services
Summer/Fall, 2002

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VERMONT DEPARTMENT OF LIBRARIES

LIBRARY SERVICES AND TECHNOLOGY ACT

FIVE-YEAR PLAN, 2003-2007

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INTRODUCTION and MISSION STATEMENT

This Five Year Plan for the Library Services and Technology Act (LSTA) sets forth the principles, Department mission statement, needs, goals, evaluation plan and programs for administering Vermont's LSTA program during 2003-2007. It defines stakeholders and their roles, and the communication and monitoring procedures that will assure the involvement of the library community and library users in the implementation of the LSTA state program in Vermont.

The mission of the Vermont Department of Libraries (DOL) is to collect, organize, and disseminate information and library materials in a variety of formats to the three branches of State government, libraries statewide, the general public, and Vermonters with special needs; to support and strengthen local libraries; to foster new means for statewide cooperation and resource sharing among all types of libraries; and to increase public awareness of libraries and their services and to act as an advocate on their behalf.

- We provide access to information in a variety of formats to the three branches of Vermont State Government in order to contribute to effective and efficient government;
- We provide consultation, training and other services to librarians, public library board members and elected officials and offer resources, services and grants to qualifying libraries in order to strengthen their capacity to deliver quality library service;
- We enable resource sharing between all types of libraries;
- We provide all Vermonters with qualifying visual and physical disabilities access to quality library services and the special format materials they need in order to enjoy recreational reading, to engage in lifelong learning and to improve their economic self-sufficiency.

Inherent in this mission is the Department's advocacy of the right of Vermont citizens to read and have full access to information by ensuring that libraries and their resources are readily accessible to all Vermonters regardless of their geographic location, level of income, access to technology, or disability, and, as the official depository for Vermont state documents, by preserving the record of Vermont state government for public scrutiny.

As outlined in Title 22 of the Vermont Statutes Annotated § 605. Duties and functions of the department of libraries:

The duties and functions of the department of libraries shall be to provide, administer and maintain:

(1) A law library to serve the supreme court, the attorney general, other members of the judiciary, the legal profession, members of the legislature, officials of state government and the general public.

(2) A collection of state documents and of documents relating to other states, and local and federal governments. It shall arrange for and designate depositories of state documents which designation is to include Bailey library at the university of Vermont. The department may acquire reports and documents published by federal agencies and by other states and countries, and may arrange for the exchange of official reports and publications with federal agencies, and with governmental agencies in other states and countries.

(3) An information and reference service to state government, including a comprehensive collection of current information relating to matters of public policy and topics pertinent to state government.

(4) A general library collection of a sufficient size and scope to reinforce and supplement the resources of local and regional libraries. All materials of the department of libraries shall be available for free circulation to all citizens, institutions and organizations under regulations of the state librarian except that the state librarian may restrict rare or reference-type materials to one location. The department shall arrange, classify and catalog all materials in its custody and provide for their safekeeping, and shall rebind books as needed. The department shall provide service to other libraries in the state, schools and individuals, and may provide service by mail or book wagon or otherwise.

(5) A service of advice and consultation to all libraries in the state, in order to assist them in realizing their potential. This service shall be provided at a regional level as well as at the state level. The department may provide centralized cataloging and other related technical services to libraries in the state to the extent feasible.

(6) All libraries in state correctional institutions and all state institutions for the treatment of the mentally ill and mentally handicapped.

(7) Reading materials for the blind and physically handicapped.

Title 22 § 606. Other duties and functions:

The department, in addition to the functions specified in section 605 of this title:

(1) Shall administer any grants-in-aid to libraries which may be available from state funds, and may prepare plans and applications to obtain federal aid monies which may be available.

(2) Shall compile and publish annual statistics covering all libraries in the state, including those maintained by the department of libraries.

(3) Shall provide consultative services to other libraries in the state, and shall encourage formation of central records of library holdings.

(4) Shall promote improved communications among libraries in the state as well as cooperative use of facilities.

(5) May provide facilities in cooperation with other libraries for storage of little used materials.

(6) May conduct seminars, workshops and other programs to increase the professional competence of librarians in the state.

(7) May receive and administer gifts of real and personal property accepted by the governor on behalf of the state under section 101 of Title 29.

(8) May dispose of by sale or exchange, or may discard, material which is obsolete or has ceased to be useful, because of its physical condition or otherwise. Any proceeds from the sale or disposition

of materials shall be credited to a special fund established and managed pursuant to chapter 7, subchapter 5 of Title 32, and shall be available to the department for the purchase of library materials. Materials constituting public records or which are archival in nature may be disposed of only following thirty days' notice to the commissioner of buildings and general services.

(9) Shall be the primary access point for state information, and provide advice on state information technology policy.

And Title 22 § 634. Aid to free public libraries:

The state librarian may assist free public or other nonprofit libraries which formulate and implement plans for the systematic and effective coordination of libraries and library services. Grants may be made in accordance with standards of the service, consistent with the Federal Library Services and Construction Act, chapter 16 of Title 20, United States code as amended.

NEEDS ASSESSMENT

In this small rural state, the library community, citizens, and the state library agency have the opportunity for frequent, easy communication and interaction. The Vermont Board of Libraries, a citizen advisory board appointed by the Governor, advises the State Librarian in accordance with 22 VSA §602. The Board extends an open invitation to representatives of all constituent groups to attend and participate in its bimonthly meetings to discuss strategic directions for statewide library services. State agency staff also participates in regular meetings of all library constituencies.

Agency staff serves on such state government committees as the statewide Information Management Advisory Council (IRMAC) and the Vermont Historical Records Advisory Board (VHRAB).

Further, all federal monies that come into Vermont must go through an administrative and legislative financial and program analysis process before they are accepted for allocation.

The high level of dialog, input, and existing opportunities for exchange of ideas in Vermont precludes the need for yet another advisory council specifically for federal funds. Therefore, unless it is determined that the above groups are not effective in advising the state library agency, no new special advisory council will be appointed.

Specifically, some of the sources which the Department of Libraries draws upon to provide regular input from the library community on a formal and informal basis on its services and priorities include:

- Attendance of Department of Libraries staff at monthly Vermont Library Association (VLA) Board meetings
- Survey of public library priorities conducted by the Vermont Library Association (VLA) Government Relations Committee at the Vermont Library Conference (May 2001)
- Quarterly Forum with Public Library Directors
- Quarterly Meetings of the Department of Libraries-sponsored Catalogers Roundtable
- Quarterly Meetings of the Department of Libraries-sponsored Reference Librarian's Roundtable
- Department of Libraries-sponsored Children's Services Advisory Group (CSAG)

- Annual Town Officers Educational Conference (includes sessions for public library board members and offered at 5 different geographic locations around the state)
- Member, State Rehabilitation Council (SRC) for the Division for the Blind and Visually Impaired (DBVI)
- Evaluations and Suggestions—written (completed by each participant in the Department's continuing education program)
- Interviews—face-to-face, and telephone (Winter/Spring, 2002, conducted as part of the LSTA Five-Year Evaluation)
- Knowledge and judgment of Department of Libraries staff garnered as part of their ongoing consulting work with local libraries.

STATEWIDE BACKGROUND and CHALLENGES

Vermont's libraries and its state library agency (the Department of Libraries/DOL) face some unique challenges. In 1990 (2000 Census results are not yet available), the Census Bureau designated Vermont as the most rural state in the nation (based on the fact that it had the largest percentage of its population living in rural areas – 67.8%). As in most of New England, Vermont has no strong regional or county governance; state government and its various agencies and departments work directly with towns, communities and cities.

Vermont can be described as a collection of rural communities, with nine cities, 236 towns and 60 villages. In 1990 nearly 70% of Vermonters lived in rural areas. People have been moving to rural areas at accelerated rates since 1960. Vermont's rural population grew by 59% between 1960 and 1990, while the urban population grew by 21%. As a percentage of total population, the number of Vermonters living in rural areas is actually increasing.[1]

Yet Vermont has the most public libraries per capita in nation (one library for every 3,200 persons) and ranks 7th nationally in the number of libraries per square mile (1 library for every 49 square miles.).

Though 95% of Vermonters have public library services available in their community or by contract (formal or informal) with another community's library, delivery of equitable and quality library services is challenged by the fact that 83% of Vermont's libraries serve communities with populations under 5 000. Only 42 librarians working in any public library in Vermont hold a Masters in Library Science degree (and 71% of those work in libraries in communities with population *over* 5,000).[2]

Likewise, school library media centers face similar challenges in delivering equitable and quality library services to their students and faculty. School Quality Standards for school libraries/media centers which are set by Vermont's Board of Education state that "the services of a library-media specialist shall be available to students. Schools with over 300 students shall have at least one full-time library-media specialist and sufficient additional staff to carry out the program. Schools with fewer than 300 students shall employ a library-media specialist in at least an approximate proportion of the number of students in the school to 300."[3]

With about 315 public schools in Vermont reporting enrollment for the 2000-2001 school year, 60% have enrollments of fewer than 300 students and thus are required to employ a library media specialist less than

full time. 30% of Vermont schools have 150 or fewer students and thus are required to employ a school library-media specialist at less than half-time.[4]

In 1997-98, Vermont also ranked second in the percentage of public schools in rural areas—68.6% and first in the number of students enrolled in rural schools—58%.[5]

GOALS

GOAL 1. To enhance and expand libraries' technology capabilities so that all Vermonters will have reliable and equitable statewide electronic access to information resources.

A *Kids Count Snapshot* from June 2002 indicates that 61% of Vermont households with children between the ages of 3-17 have home Internet access (giving Vermont a ranking of 3rd nationwide).[6]

However, the 39% of Vermont households with children who do not have home Internet access may be among Vermont's poorest families. This report identified several factors impacting children's access, including family income, race and family type. Two of Vermont's fourteen counties (Essex and Orleans) have higher percentages of persons and children living below the poverty level than the national average. Vermont's median household income of $35,210 is below the national average of $37,005.[7]

For households without children, individuals who are over 50 years old are among the least likely to be Internet users. 8 of Vermont's 14 counties have a higher percentage than the national average of a householder living alone who is 65 years of age or older.[8] This is another likely group to not have home Internet access, but to rely on a public library for such access.

Even with a computer at home, users still consult with librarians and use technology in libraries for a variety of reasons. Librarians help users evaluate the online resources they use and to think critically about the information they retrieve and to look at many options. Librarians also find that though computer literacy has increased, information literacy has not. Few library patrons understand how information is organized.[9] And even the most computer savvy patron may have difficulty "coping with the trillion-page web."[10]

Basic Technology - Computers

The Department of Libraries has more than a decade long history of assisting local libraries to acquire basic information technology. A 1988 award from the Innovations in American Government Program, sponsored by Harvard University's Kennedy School of Government and the Ford Foundation enabled the Department of Libraries to begin assisting local public libraries to acquire computers for access to the Vermont Automated Libraries System (VALS) particularly for resource sharing and interlibrary loan. By June 1990, thirty-five matching grants had been awarded to libraries in towns with less than 5,000 population to aid rural libraries in purchasing the necessary computer equipment and software to connect to VALS.

In 1996, DOL was approached by the local IBM plant (IBM is Vermont's largest private employer) about jointly sponsoring a grant program that involved donating public access workstations to local public libraries, especially for Internet access. As a result of this program, IBM/DOL provided a total of 16 public access workstations (9 donated by IBM, 7 purchased with LSCA/State funding).

In June-July, 1998, DOL awarded 10 more public access workstations to local libraries (using $20,000 of LSTA funding and covering state fiscal years 1998 and 1999). A short time after the grants had been awarded to ten of twenty library applicants, IBM contacted DOL with the offer of additional workstations. Using the previously submitted applications, IBM awarded 9 workstations to libraries that applied that were also 501(c)(3) non-profits.

In November 2000, DOL and IBM continued the partnership, awarding 30 computer workstations (10 awarded by IBM, 20 by DOL using $32,000 of LSTA funding and covering state fiscal years 2000 and 2001).

In October 1999, DOL's application for participation in the Bill & Melinda Gates Foundation Library Initiative State Partnership Program was approved and since that time has been working with the Foundation to assist additional Vermont libraries acquire technology for public access computing. According to Gates Foundation statistics in 1999, 84 Vermont public libraries offered public access computers (on a total of 139 workstations). In 2002, after the Gates Foundation completed its grant program in Vermont, 118 public libraries offered public access computers (on a total of 360 workstations).

Basic Technology – Connectivity

As part of its commitment to provide basic technology to local public libraries, over the past decade, DOL has provided a variety of no cost/low cost methods for libraries to connect to the Vermont Automated Libraries System (VALS) and later, the Internet.

Beginning in 1989, local public library dial access was wholly subsidized by the Department, first using its own series of remote modems and lines combined with 800 access, then an X.25 network. Vermont state government in 1995 developed a statewide network/backbone and remote dial-access hubs (GOVnet/K12net) that provided for a local call from any Vermont telephone exchange into the network, and VALS access switched to GOVnet/K12net at that time. Since that time, DOL has subsidized one simultaneous dial access connection to any public library that wished to participate. In state FY 2002, 142 libraries received these connections.

With the advent of the Gates Foundation work in Vermont, DOL saw the need to promote high-speed access to the Internet for local libraries. Its LSTA – funded "connectivity" grants, are 3-year grants to libraries, matching e-rate discounts 100% in Year 1, 50% in Year 2, and 25% in Year 3. To date, 9 libraries have received connectivity grants for a range of high-speed connectivity options including DSL, ISDN and frame relay.

Also, as a result of an agreement between Adelphia Communications (Vermont's largest cable company) and the Vermont Department of Public Service, Adelphia began to offer one free high-speed Internet connection ("PowerLink") to all libraries in its Vermont service area. Unfortunately, this connection is limited to a single workstation and therefore does not meet the needs of the networked environment present in most (including the smallest) public libraries.

A recent survey indicates that about 50 of Vermont's 190 public libraries have some form of high-speed Internet access. In a similar survey of the 315 K-12 public schools about 50% had high-speed access.

Advanced Technology

When LSCA funds became available for technology enhancement, the DOL awarded two grants for local in-house library systems, one to the Rutland Free Library and another to the Brooks Memorial Library in Brattleboro. These are two of Vermont's largest libraries.

In an effort sustain quality, standards-based automation and ensure ongoing resource sharing in Vermont's largest libraries, DOL has offered a non-competitive "Advanced Technology" grant program designed for public libraries to assist in achieving major upgrades to their integrated automation systems. Requirements include a large-scale (20 or more simultaneous users) integrated library automation system seeking to improve public services. Improvements must include providing an Internet accessible OPAC, and access through Z39.50 client/server systems. The grant is one time and can be up to $50,000. A one to one local match of funds is required for consideration.

Other Technology

The recent availability of Gates Foundation grants for public libraries as well as grant funds available from the Freeman Foundation of Stowe, Vermont has encouraged public libraries to begin implementing integrated library systems. Before 2002, 40 Vermont public libraries were automated. An additional dozen are now automated as a result of the two opportunities mentioned above, while previously automated libraries have been able to make the upgrade to web-based, Internet accessible (Z39.50 client/server) systems. DOL needs to consider using LSTA funds to support public libraries in their efforts to automate and make their collections available for resource sharing via the Internet. By contrast, nearly two-thirds of Vermont's school libraries report that they are automated, though only a handful have Internet accessible systems supporting the Z39.50 client/server standard.

Electronic Content and Information

Since 1995, DOL has been offering access to content to all types of libraries, first in the form of an online periodical index, and then in the form of full-text periodical databases, to a limited number of simultaneous users. This has been available for use by library staff or the general public from local libraries (but not for use by individuals from home or office).

Though no firm dollar amounts are available, Vermont's various libraries spend tens of thousands (if not hundreds of thousands) of dollars each year on supplying such content locally. For example, when school libraries were surveyed for the 2000-2001 school year, 94 school libraries reported spending just under $140,000 on electronic formats. The four academic libraries of the Vermont State College System report spending $40,000 as a group on a single vendor's databases.

In March 2001, DOL formed a "statewide database licensing" committee with representatives from all types of libraries to draft a request for proposal for statewide database licensing known as the Vermont Online Library (VOL). Besides cost-savings for libraries statewide, DOL also hopes to help provide more equitable access to such resources for Vermonters, as well to assist libraries in gaining access to a broader range of content they might otherwise not be able to afford.

Initially using state funds, DOL hopes to fund all or part of a two-year contract with one or more vendors for such statewide licensing which will allow library users access not only from libraries but from home or office. DOL hopes to have a contract in place by October, 2002.

Services

ACTION	*TIMEFRAME*
• Offer competitive and non-competitive grants for library technology infrastructure.	FY2003-2007
o public access Internet workstations;	FY2003-2007
o telecommunications upgrades for high-speed connectivity;	FY2003-2007
o web-based, Z39.50 compliant integrated system upgrades;	FY2003-2004
o new web-based, Z39.50 compliant integrated systems.	FY2005-2007
• Support libraries' efforts to achieve basic Internet access.	FY2003-2007
• Increase access to electronic resources and content on a statewide basis by carrying out the plans for the Vermont Online Library (VOL), a statewide database licensing project.	FY2003-2004
• Expand partnerships with other units within State government, private industry, and the nonprofit sector that will result in increased information access through technology and increased knowledge of emerging technologies.	FY2003-2007
o Coordinate with the Gates Library Foundation the implementation of the Gates Initiative Training Program Grant to provide further technology training for Vermont's public libraries.	FY 2003–2004
o Partner with the Office of the Chief Information Officer to provide libraries with access to information about new trends in emerging technologies and opportunities for libraries' participation in statewide plans.	FY2003–2007
o Participate at the request of the Office of the Chief Information Officer in Vermont's e-government project.	FY2003–2007
o Coordinate with government agencies that can help libraries with cooperative telecommunications efforts locally and regionally, specifically to create statewide broadband telecommunications access.	FY2003–2007
o Coordinate with state government agencies and departments to ensure access to maintain VALS as an access point for state government information for Vermonters.	FY2003–2007

○ Participate in the Information Resource Management Advisory Council (IRMAC), advisory to the Secretary of Administration, on issues of technology and information policy in state government.	FY2003–2007
• Support libraries' efforts to secure E-Rate telecommunications discounts.	FY2003-2007
○ Assist libraries in taking advantage of all possible telecommunications discounts.	FY2003-2007
○ Ensure that libraries' technology plans are approved by established deadlines.	FY2003-2007

Key Output Targets

- 15% increase in the number of Internet workstations per capita in public libraries from 2003-2007.
- 10% increase in public use of Internet workstations reported by public libraries from 2003-2007.
- 10% increase in public libraries applying for "E-Rate" discounts during 2003-2007.
- 50% increase in the number of Z39.50 compliant/web-accessible catalogs from 2003-2007.
- 50% increase in high-speed connectivity from 2003-2007.

Key Outcome Targets

- By 2007, 25 percent of a sampling of Vermont adult residents will indicate in a statewide telephone survey that they have heard of the VALS/VOL; 10 percent of Vermont residents will indicate that they have used VALS/VOL; and 5 percent will say that they or members of their family have benefited from access to VALS/VOL 24/7 core collection of reliable electronic resources.
- 75% of libraries will report an increased ability for users to efficiently and effectively access networked information in 2007 compared to 2003.

Statutory Mandates

Administer any grants-in-aid to libraries which may be available from state funds, and may prepare plans and applications to obtain federal aid monies which may be available; promote improved communications among libraries in the state as well as cooperative use of facilities; be the primary access point for state information, and provide advice on state information technology policy.

LSTA Purposes (1996)

Establishing or enhancing electronic linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; paying costs for libraries to acquire or share computer systems and telecommunications technologies.

LSTA Purposes (Proposed)

expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages; developing library services that provide all users access to information through local, State, regional, national, and international electronic networks; providing electronic and other linkages among and between all types of libraries; developing public and private partnerships with other agencies and community-based organizations.

GOAL 2. To enhance and expand resource sharing and cooperative efforts among libraries so all Vermonters have reliable and equitable access to information resources.

Multi-type library resource sharing in Vermont actually began in the 1920's and was given a significant boost in 1940 with the development of the Vermont Union Catalog (VUC) which contains current acquisitions of all types of libraries from that time to the present in traditional card catalog format.

Resource sharing was expedited electronically, first by teletype machines at the Department of Libraries and major academic libraries, and then, in 1984, by the use of electronic mail.

Vermont had no automated library systems prior to the fall of 1986. In 1986, the Vermont Automated Libraries System (VALS) came online, providing a pre-Internet network model for a statewide online library network with electronic access to catalogs in major Vermont libraries and electronic mail for interlibrary loan. In 1988, the DOL and most academic libraries used e-mail, but only one public and no school libraries were involved.

By 1996, over 360 libraries were electronically connected for resource sharing including all Vermont academic libraries, 130 public libraries, and over 200 school libraries. Several special libraries such as the Vermont State Archives, Vermont Historical Society, the Vermont Student Assistance Corporation, Vermont hospitals, and not-for-profit organizations also participate in the network.

DOL also created an online union catalog of public library holdings (drawn from many years of MARC cataloging provided to public libraries through DOL's MARC Cataloging/Card Service) called PUBcat, and later added a union catalog for school library holdings called K12cat. Largely replacing the traditional VUC mentioned above, these online catalogs combined with the online catalogs of the major academic libraries, linked with first a DOL-maintained wide-area network, then the Internet and finally a combination of the Internet and the Z39.50 protocol, allow libraries to easily locate, determine availability and electronically request material from other Vermont libraries for their patrons. In FY2000, Vermont ranked first in the nation in books and serial volumes per capita and 12th in the number of interlibrary loans per 1,000 population.[11] So there is much to share and much sharing taking place.

Thus, interlibrary loan in Vermont is facilitated through the Department of Libraries and the Vermont Automated Libraries System (VALS). Interlibrary loan requests are made primarily through e-mail and the majority of requests are handled through VALS. Local libraries can automatically format e-mail ILL requests with information from the online union catalogs using VALS and then forward the request to an owning library. Requests are made directly between requesting and owning library via VALS. Libraries without access to VALS use the U.S. mail to send ILL requests to one of the two DOL regional libraries where the request is then processed using VALS.

A Department of Libraries / University of Vermont (UVM) Access Office, staffed by a DOL employee at the University, provides an additional source of reference information and interlibrary loan requests from the University of Vermont's Bailey /Howe Library. Considered a "last resort," the Office has provided a busy gatekeeper function to facilitate the use of the University collection and materials for all types of libraries throughout the state.

During state FY2001, DOL (including its Central Reference/ILL Office, two regional library facilities, and DOL/UVM Access Office) received, from all types of Vermont libraries, just over 37,000 requests for loan of its materials, assistance with verification of difficult loan requests, requests for out-of-state locations, or assistance with other requests for information. In addition, Vermont libraries, using the VALS system (and without mediation by DOL), sent just under 34,000 electronic requests to each other for materials found in either the online union catalogs or the linked Z39.50 catalogs.

Almost every public library participates in the resource sharing network either electronically or through the U.S. mail (to a DOL facility for mediation), about 50% of school library/media centers, and almost every academic institution also participates.

Services

ACTION	*TIMEFRAME*
• Continue to support and enhance resource sharing through the Vermont Resource Sharing Network and the Vermont Automated Libraries System (VALS) as gateway for searching online library catalogs, the union catalogs, and other databases, and for interlibrary loan request management.	FY 2003–2007
o Maintain the PUBcat and K12cat union catalogs.	FY2003–2007
o Maintain and improve WEBII for electronic interlibrary loan request management.	FY2003–2007
o Maintain the Vermont Union Catalog (VUC) for non-automated libraries.	FY2003–2007
• Continue to provide access to the state's major library collection by maintaining the DOL/UVM Access office.	FY 2003–2007
• Continue to work with the Vermont Library Association (VLA) and the Vermont Educational Media Association (VEMA) to maintain and improve the Vermont Interlibrary Loan Code.	FY 2003–2007
• Work with community [combined school-public] librarians and trustees to revise the "Guidelines for Community Libraries"	FY 2004–2005

Key Output Target

- 25% increase in Vermont public and school libraries participating in the Vermont resource sharing network from 2003 - 2007.

Key Outcome Target

- By 2007, 10 percent of a sampling of Vermont adult residents will indicate that they have used interlibrary loan; and 5 percent will say that they or members of their family have benefited from interlibrary loan.
- 75% of libraries will report an increased ability to meet users information needs through interlibrary loan in 2007 as compared to 2003.
- 80% of community [combined school-public] libraries meet the revised "Guidelines for Community Libraries" in 2007.

Statutory Mandates

Encourage formation of central records of library holdings; promote improved communications among libraries in the state as well as cooperative use of facilities; may assist free public or other nonprofit libraries to formulate and implement plans for the systematic and effective coordination of libraries and library services.

LSTA Purposes (1996)

Assisting libraries in accessing information through electronic networks; encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources.

LSTA Purposes (Proposed)

Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages; developing library services that provide all users access to information through local, State, regional, national, and international electronic networks

GOAL 3. To improve the quality and accessibility of library and information services to all Vermonters by making available to local libraries support services, technical assistance, training, and other appropriate programs.

Training and Certification

A major emphasis of the Department of Libraries is to support and improve the library workforce as well as the management, oversight, and promotion of local libraries to better meet the information needs of Vermonters.

Over 80% of the public librarians in Vermont are part-time employees and have no formal library training. This includes many library directors who may have been appointed to their positions prior to receiving any

formal library training. Additionally challenging is the fact the DOL estimates the turnover in library directors and staff to be about 33% every 2 years.

Of the 290 FTE individuals employed in Vermont's public libraries, only 42 hold a Masters in Library Science degree. DOL remains the major, if not only, source of training and continuing education for the remaining 86% of library employees.[12] Of the nearly 200 schools responding to a statistical survey for the 2000-2001 school year, 58 school librarians hold a Masters in Library Science degree of the 146 FTE individuals with the title "librarian."

Vermont also has no academic institution offering the MLS degree or "off campus" MLS courses. The nearest institutions, Simmons College, Boston, MA, State University of New York at Albany, NY and McGill University, Montreal, P.Q., Canada are 2-3 hours driving time. Salaries at small libraries also make it unlikely that local librarians can afford such academic coursework. The University of Vermont offers school library/media courses leading to teaching certification with a library/media subject endorsement.

DOL has a training and education program which leads to a "Certificate of Public Librarianship," as well as an ongoing selection of continuing education workshops available to all Vermont public librarians and library staff. This certification program is aimed at librarians without the MLS degree and while it is voluntary, the state's administrative rules governing minimum standards for public libraries require that in order to meet minimum standards, the librarian "possesses a library science degree, a Vermont certificate of library training, or has actively worked toward one of these in the past twelve months." (Meeting minimum standards entitles a library to a range of state and federally funded services not available to other libraries).

To receive "public library certification," a candidate must earn 150 credit hours within a five year time period. A credit is roughly equivalent to one hour spent in a workshop. There are four required courses, all of which are week-long, for a total of 25 credit hours: Basic Public Library Administration, Cataloging, Collection Development, and Reference. Librarians are also required to take a minimum of 10 credit hours of technology workshops.

In state FY2002, DOL offered 26 regular workshops attended by about 500 mostly public librarians or library staff.

In state FY2002, the installation of a computer training lab funded by the Bill & Melinda Gates Foundation at DOL's Midstate Regional Library (Berlin, VT) greatly improved DOL's ability to offer technology training to all types of libraries. An LSTA-funded professional librarian has been assigned to the lab on a ½ time basis to develop curriculum, offer training and facilitate use of the lab. Examples of training offered to date have been basic Internet searching, OCLC FirstSearch use, use of the WebII online catalog/interlibrary loan interface and online consumer health information.

In addition to the formal workshops required for certification and continuing education are a group of "on-demand" mini workshops designed to address smaller groups, immediate needs and less time commitment. Regional librarians use these opportunities to customize a subject in order to address skills or processes that a local library staff needs quickly. In state FY2002, DOL offered 47 mini workshops attended by just over 400 individuals.

DOL, in partnership with Vermont's Department of Education (DOE), also offers semiannual "materials review" sessions. Each session is repeated in a total of five different geographic locations. These sessions permit local librarians to examine and discuss the latest in children's publishing (in the most recently ended

fiscal year DOL's Children's Book Exhibit Center received at no cost about 4,000 titles from 103 publishers). Selected titles are reviewed orally by DOL's Children's Services Consultant or DOE's School Library/Media Consultant. Just over 400 librarians attended these sessions (250 school librarians and 150 public librarians). Credit towards public library certification is offered for attendance at these sessions.

Consulting and Assistance to Local Libraries

Since state FY1998 requests from local libraries for professional consulting, assistance and other advisory services from DOL's professional staff have increased 73% (from just over 1500 to just over 2600 annually). This consulting ranges from advice on weeding collections, to personnel management, trustee relations, library advocacy and a host of others.

In a typical month, consultants answered questions/provided advice either from the office or in the field about interlibrary loan, library automation, e-rate, literacy, book jobbers, board/librarian relations, library expansion, budget issues, fundraising, and statistics.

Reliance by local libraries on DOL's professional expertise for a variety of library situations is a direct result of the lack of formal library training at the local level and the high turnover rate (mentioned above) in small libraries. DOL's consulting and assistance services work to ensure a basic level and quality of library services in Vermont's communities.

About 93% of requests come from public libraries, about 5% from school libraries with the remaining 2% about equally divided between academic libraries and special (usually hospital) libraries.

Primary responsibility for school libraries in Vermont as previously mentioned lies with the Vermont Department of Education which maintains a single school library/media consultant to provide assistance to school libraries. The Department's major consulting support to school libraries is in the areas of resource sharing and collection development.

Minimum Standards for Public Libraries

The Department of Libraries has adopted a set of minimum standards for public libraries which it believes include elements essential to the provision of community-oriented public library service in Vermont. Librarians, trustees, government officials and the public use these standards as aids in evaluating and improving library service.

Vermont's standards in their present form were developed in 1971. Subsequent revisions have continued to emphasize four essentials: public service, public access, interlibrary cooperation, and community involvement. In order to be flexible and useful to the diverse libraries in the state, the standards have stressed philosophical approaches to service.

Minimum standards offer criteria and direction for assessing and upgrading local library service. The standards provide a basis from which libraries in even the smallest Vermont communities can proceed to improve service.

Meeting standards is purely voluntary. The Department of Libraries provides services to all public libraries, whether they meet standards or not. It may, however, offer additional services to those public libraries

which meet standards. The Department is eager to assist libraries in meeting standards and, once they are met, in continuing self-evaluation.

Standards were developed by a committee of state library board members, Department of Libraries' staff, and representatives of the Vermont Library Association and the Vermont Library Trustees Association. The committee considered written recommendations from the Vermont library community and held public hearings during its year-long revision process. State and federal regulations were included where applicable. These standards were approved by the Vermont Legislative Administrative Rules Committee on September 25, 1986. Administrative rules in Vermont have the force of law.

A revision to the current standards has been developed and adoption is awaiting submission to the State of Vermont's administrative rules process.

Other Services

Since the early 1980's the Department has tried to promote professional cataloging practices and improve organization of collections in local libraries to aid in resource sharing. For public libraries that meet minimum standards, the Department has offered at no charge a set number (1500) of card catalog sets (and later MARC records—unlimited—for automated libraries). Titles for which DOL provides cataloging (either in the form of card sets or records) are also added to the online public library union catalog (PUBcat). Unique location codes for libraries owning specific titles are preserved and displayed in PUBcat to assist in resource sharing. Quality control by DOL staff of records added to PUBcat, ensures that libraries that choose to automate at some point in the future, can extract their records (at no charge) from PUBcat as part of the retrospective conversion process. In state FY2002, DOL provided more than 29,000 card sets (to non-automated libraries) and 25,000 MARC records (to automated libraries), at the same time adding these libraries as owning locations in PUBcat to facilitate resource sharing.

Another long-standing service of the Department has been to provide bulk loan of library materials to local libraries from its two (formerly five) regional library collections to supplement local library collections. Collections ranging from 10 titles to several hundred are loaned to libraries for 4-month periods for re-circulation to library users at the local level. DOL concentrates its materials purchases on juvenile materials and non-bestsellers that libraries may not be able to afford to purchase or maintain in their collections over the long term, including literature, adult non-fiction such as history, biography, fine arts, religion, etc.

Each year DOL adds between 4,000 and 5,000 titles across the two regional libraries divided about equally between juvenile and adult. The total regional libraries collection is about 160,000 titles.

Public libraries took 410 collections and school libraries took 111 collections in state FY2002. Based on circulation figures, the average school collection size was about 85 items borrowed per collection, with public libraries taking about 115 items on average per collection.

DOL has no information on the number of times an item borrowed from its collections is re-circulated locally while it is on loan to a library.

Services

ACTION	*TIMEFRAME*
• Promote quality, professional library services for Vermonters	FY2003–2007
o Provide ongoing training in basic library skills and library practices to local librarians.	FY 2003–2007
o Provide ongoing training to library trustees and other town officials on governing, advocating and promoting libraries.	FY 2003–2007
o Offer a certification program for public librarians.	FY 2003–2007
o Provide in-depth technical assistance and consulting services to public and other libraries.	FY 2003–2007
• Stimulate local public library development and professional library practices by promoting long range planning, self-evaluation.	FY2003–2007
• Encourage a basic level of library services by administering a minimum standards program for public libraries.	FY2003–2007
• Promote professional cataloging practices and encourage resource sharing by making computerized cataloging records (MARC) and/or catalog card sets available to eligible libraries	FY 2003–2007
• Support and enhance local library collections by providing a general library collection of sufficient size and scope to supplement the resources of local libraries.	FY 2003–2007

Key Output Targets

- Assist library and trustee professional organizations to offer at least one statewide training session annually for public library trustees from 2003-2007.
- Maintain the DOL's educational offerings each year at least at the prior year's level between 2003-2007.
- 5% increase in the number of public libraries meeting minimum standards from 2003-2007.

Key Outcome Targets

- 75% of librarians attending DOL Certification workshops will report that training improved their basic library and other related management skills.
- 75% of those library trustees participating in statewide annual conference will report an increase in their knowledge and in their ability to fulfill their public responsibilities as library board members.

- 75% of a random sampling of librarians polled each year will report that DOL consultants' visits to their libraries were effective in helping them improve services to their communities.

Statutory Mandates

Maintain a general library collection of a sufficient size and scope to reinforce and supplement the resources of local and regional libraries; maintain a service of advice and consultation to all libraries in the state, in order to assist them in realizing their potential; provide centralized cataloging and other related technical services to libraries in the state to the extent feasible; conduct seminars, workshops and other programs to increase the professional competence of librarians in the state.

LSTA Purposes (1996)

Stimulate excellence and promote access to learning and information resources in all types of libraries for individuals of all ages; targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

LSTA Purposes (Proposed)

Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages; targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty.

GOAL 4. To ensure that every Vermonter has equitable access to library materials and information regardless of location, age, education, economic status or special need.

Vermont ranks 3rd nationally (after Alaska and New Hampshire), in the number of baby boomers (ages 35-54) as a percentage of total population – 32.1%.[13] Meanwhile Vermont's population aged 65 and over increased 17.2% between 1990 and 2000 – for a total of 12.7%, just slightly higher than the national average of 12.4%.[14]

The National Eye Institute estimates that about 7,896 Vermonters aged 40 and over are visually impaired (including 2,464 individuals who are blind). Visually impaired is defined as "persons who have some difficulty seeing with one or two eyes even when wearing glasses."[15]

Lighthouse International, a leading resource worldwide on vision impairment and vision rehabilitation, estimates that 1% of individuals under the age of 18 are visually impaired or about 1,475 Vermonters.

As Vermont's baby boomer population ages over the next five years, and the general population ages, special library services to Vermonters will be in increased demand.

Special Services (SSH) to the Blind & Physically Handicapped (LBPH)

Vermont has the smallest collection of the 58 regional libraries in the Library of Congress, National Library Service for the Blind and Physically Handicapped (NLS) network and is the smallest state in population operating its own "regional" library since Wyoming contracts with Utah for LBPH services.

Despite a fairly consistent number of users (between 1800-1900 individuals), circulation to individuals is declining, as is the number of deposit collections loaned to institutions for use by their customers. Between State FY1998 and State FY2001 circulation dropped 7%. In just one fiscal year, deposit collections to nursing homes and other institutions dropped 12%.

As part of a state initiated performance budgeting project, DOL has identified certain strategies for Special Services (SSH) for the next 1-2 fiscal years which asks the SSH to take a more pro-active role in both encouraging current users to make greater use of the services as well as seek out new users. These include: 1) The SSH Librarian will make greater efforts to promote services as part of his position as a member of the State Rehabilitation Council for the Division for the Blind and Visually Impaired (DBVI), and will establish connection with nursing home administrators, special educators and others to ensure that potentially eligible users are aware of the services; 2) The SSH librarian will increase the amount of time spent weekly in and out of the office on outreach and promotion of the program. The Division Director for Reference & Information Services who has oversight for SSH will increase time spent on SSH services; 3) A newsletter will be published at least twice per year; 4) The SSH librarian will create a unit webpage to provide information about services and to link to the NLS site and others; 5) The SSH librarian will explore the cost effectiveness and service implications of combining Vermont's services with another state's NLS regional library services; 6) The SSH librarian will conduct an annual survey of user satisfaction; 7) The SSH librarian will visit other states' "regional" library operations to compare operations and gather ideas for improved services; 8) The SSH librarian will actively seek out partners and organizations that can assist in the promotion of SSH services.

Special Services to State Institutions (SSI)

DOL also offers services to selected state-supported institutions in Vermont. These include: Austine School for the Deaf; Laraway School (a special education residential and day school for students with emotional and behavioral challenges, grades 6-12); Lund Family Center (serving families with children, pregnant teens and young adults, and adoptive families); Vermont State Hospital (for Vermonters whose mental-health needs cannot be met in local communities or general hospitals); Vermont Veterans Home (a residential nursing home for Vermont veterans); and Woodside Juvenile Rehabilitation Center (a secure, residential facility serving delinquent youth and youth alleged to have committed a delinquent act whose risk to commit illegal acts cannot be controlled in a less secure setting).

DOL spends an average of $1400.00 annually per institution for books and periodicals, selected either by institution librarians or equivalent staff, or by DOL's special services librarian. DOL also provides consulting and technical assistance to these institutions on library-related issues.

In state FY1998, due to budgetary constraints, DOL ended its program to provide library materials to Vermont's correctional facilities; however, it continues to provide consulting and technical assistance to these institutions on library-related issues.

Children's/Youth Services

DOL has a long-standing commitment to support and improve services to children and youth in local libraries and of cooperation with non-library organizations to promote reading and literacy for children.

DOL is able to leverage state and federal funding with a small bequest from the Trust of Elva S. Smith to "aid in the development and maintenance of library service to the children of Vermont. Such services might include the purchase of books (other than school text books), salaries, training of personnel, or any other consistent uses." DOL employs a library professional (and one support staff position) to provide consulting, technical assistance, training and a variety of other resources to local libraries related to library services to children.

Since 1979, a major activity of DOL and its Children's Services Consultant is an annual summer reading program for children in public libraries providing entertainment and recreation related to reading all summer long. DOL provides to each public library at no charge a manual with ideas for programs, displays and materials, as well as posters to promote the summer reading program. Libraries also receive reading records, a certificate signed by the Governor, bookmarks and stickers. Each year a different theme/topic is offered with posters and other artwork designed by local illustrators. DOL is also usually able to offer small grants to local libraries to help cover the cost of a program or performance related to the summer reading program. Just over 150 libraries awarded 13,000 certificates to participants in the summer reading program in state FY2001 (about 20% of children in the 6-12 age group).

Since 1957, DOL has been one of three sponsors (along with the Vermont Department of Education—DOE— and the Vermont PTA) of the "Dorothy Canfield Fisher Memorial Children's Book Award" (DCF), the second oldest child-selected award in the country. Each year a committee of six assists DOL's Children's Services Consultant and DOE's School Library/Media Consultant in selecting a master list of thirty titles by living American authors published during the previous year. These books are selected for their literary merit and their appeal to children in grades 4-8. Librarians and teachers then make the books available, encourage children to read them, and coordinate the voting in the spring. The book that receives the most votes is declared the winner, and the author is invited to come to Vermont and receive the award, an illustrated certificate, especially designed by a Vermont artist. The award ceremony is attended by hundreds of children, representing all the schools and public libraries that participated.

Each year about 175 schools and 25 public libraries participate in the award selection with 4,000-5,000 children voting for their favorite (about 10% of the children in grades 4-8).

DOL provided significant expertise in the development of (as well as on-going assistance for) the Vermont Center for the Book's (VCB) "Red Clover Children's Choice Picture Book Award" which promotes the reading and discussion of the best of contemporary picture books by students in grades K-4. An annual conference provides information for teachers and librarians about leading book discussions with children, activities around the year's Red Clover nominees and many other topics. According to VCB statistics, in 2001-2002 over 24,000 K-4 students read or had read to them the 10 selected books.

DOL's Children's Services Consultant was a key contributor the Vermont Center for the Book's Mother Goose Program series for preschool children and their parents or caregivers—"Beginning with Mother Goose," "Growing with Mother Goose," and "Mother Goose Asks 'Why?'"

DOL's Children's Services Consultant also served as advisor to the Vermont Business Roundtables' one-year "Born to Read" initiative which provided free books and other learning materials at the six-month well-baby visit to all babies born in Vermont in the year 2000. Participants also received a voucher for a third free book that could be redeemed any public library in the state. DOL also assisted the American Academy of Pediatrics, Vermont Chapter, in assuming management and its efforts to continue the project after July, 2001.

As previously mentioned, to assist local libraries in selection of library materials for children, DOL maintains the Children's Book Exhibit Center (CBEC)—a collection of the current publishing season's children's materials donated by the publishers (in the most recently ended fiscal year CBEC received about 4,000 titles from 103 publishers). Books are exhibited and reviewed at semiannual materials review sessions around the state attended by public and school librarians, as well as available for inspection and review at the Department during other times of the year.

Changes in demographics revealed by the 2000 census indicate that Vermont's population of preschool children (ages 0-4) dropped 18% from 1990, while middle school age (12-14 years old) increased 24%, as did high school age (15-17 years old) by 23%. Elementary school age (5-11 years old) increased just 3%.[16] These changes may signal a need to review the focus of DOL programs to be sure DOL can assist local libraries with demands placed on them by the 12-17 age group.

Services

ACTION	*TIMEFRAME*
• Meet the recreational and informational reading needs of visually impaired Vermonters and of those with other qualifying disabilities by participating in Library of Congress, National Library Service for the Blind and Physically Handicapped (NLS) network.	FY2003–2007
• Provide in-depth technical assistance and consulting services to public and other libraries in providing services to individuals with disabilities and the aging.	FY 2003–2007
• Sponsor at least one workshop each year to promote public library outreach services, particularly to special populations.	FY 2003–2007
• Promote and improve services to individuals with disabilities through outreach to other agencies, organizations and institutions that provide services to individuals with disabilities.	FY 2003–2007
• Support and enhance local library collections by providing a library collection of large print materials of sufficient size and scope to supplement the resources of local libraries.	FY 2003–2007
• Assist state-supported institutions in meeting the recreational and informational reading needs of their residents.	FY2003–2007

• Provide in-depth technical and consulting assistance to state-supported institutions on library-related services.	FY 2003–2007
• Promote high quality children's services (from birth through age 17) by providing in-depth technical and consulting assistance to public and other libraries.	FY 2003–2007
• Promote summer reading by children by offering an annual theme-oriented summer reading program and related materials to encourage and supplement the summer programs sponsored by local libraries.	FY 2003–2007
• Expand and improve partnerships within State government, private industry, and the nonprofit sector to promote library services for children and family literacy.	FY 2003–2007
o Coordinate with the Vermont PTA and the Vermont Department of Education to offer the Dorothy Canfield Fisher Memorial Children's Book Award program.	FY 2003–2007
o Partner with the Vermont Center for the Book, the Children's Literacy Foundation and other organizations on on-going and new initiatives related to library services for children and family literacy.	FY 2003–2007
• Convene a task force of children's service specialists and other appropriate individuals to review and make recommendations on the focus of the Department's support for children's services based on demographic changes and other trends indicated in the Census 2000 data.	FY 2003–2004

Key Output Targets

- 5% annual increase in the number of qualifying individuals served by the Library for the Blind and Physically Handicapped between 2003 and 2007.
- 10% annual increase in public libraries providing outreach and other services to older citizens and special populations in their communities during 2003-2007.
- 10% increase in large print book circulation to local libraries from 2003-2007.
- 5% annual increase in the number of participants in the Statewide Summer Reading Program between 2003 and 2007.

Key Outcome Targets

- 75% of patrons of the Library for the Blind and Physically Handicapped surveyed will report satisfaction with the library service received.
- By 2007, 25 percent of a sampling of Vermont adult residents will indicate in a statewide telephone survey that they have heard of the Statewide Summer Reading Program; 15 percent

of Vermont residents with children ages 4 to 18 will indicate that they or their families have participated in the Statewide Summer Reading Program; and 5 percent will say that their children's reading skills have benefited from participation in library-sponsored reading programs.

Statutory Mandates

Provide a service of advice and consultation to all libraries in the state, in order to assist them in realizing their potential; provide, administer, and maintain all libraries in state correctional institutions and all state institutions for the treatment of the mentally ill and mentally handicapped; reading materials for the blind and physically handicapped; conduct seminars, workshops and other programs to increase the professional competence of librarians in the state.

LSTA Purposes (1996)

Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

LSTA Purposes (Proposed)

Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages; developing public and private partnerships with other agencies and community-based organizations; targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

EVALUATION PROCEDURE

To evaluate the effectiveness of the activities included in its five-year plan, DOL expects to use a variety of measures to collect both quantitative and qualitative data, on at least an annual basis, depending on the activity being evaluated. Standard measures, such as surveys, data collection, record keeping, observation, and other tools will be used to measure outcomes, outputs, quality, quantity, cost-effectiveness, and impact of each project.

As required by Library Services and Technology Act and following the procedure used to evaluate its first LSTA five-year plan, DOL will conduct an overall evaluation of its implementation of the plan and the results. This evaluation will also be designed to provide a needs assessment for the following long-range plan through focus groups, surveys and other methods that reach both the library community, library users and non-users.

LSTA grants will be evaluated using a combination of outcome and output evaluation techniques as determined by the specific program or project. All grant recipients will be asked to include evaluation techniques in their proposals. Evaluation includes a determination of the results of the actual implementation of the project in relation to its objectives, impact on the targeted group, and accomplishment

of anticipated outcomes. Grant recipients will be asked to supply "success stories" wherever possible to put a human face on their projects. Recipients are also required to submit an annual report for each grant.

STAKEHOLDER INVOLVEMENT and COMMUNICATIONS

As demonstrated by the listing in the "Need Assessment" section, the Department of Libraries has numerous, frequent opportunities for contact with stakeholders in the five-year plan and to solicit their input and opinions. DOL staff will use these opportunities to ensure that all libraries are aware of the new five-year plan and the possibilities for comment and review.

DOL will also use these opportunities as well as its quarterly newsletter (DOL News) to make stakeholders aware that the five-year plan may be amended annually including the process for comment and annual review.

As with all DOL publications, once approval is received from the Institute of Museum and Library Services, the five-year plan will be available at the DOL website: http://dol.state.vt.us.

MONITORING PROCEDURES

The State Librarian and senior department staff, especially the Director of Public Library Support Services, will oversee the implementation of the Five-Year Plan and prepare appropriate reports as required. An important part of this tracking process will be the monitoring of subgrantee projects funded under the LSTA Grants Program. DOL staff who have consulting and technical assistance responsibilities will make annual onsite visits to all sub-grantees as well as review the required annual reports submitted as part of the monitoring procedure.

ENDNOTES/DATA SOURCES USED[17]

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[10]Wiggins, Richard W. "Coping with the trillion-age web," School Library Journal Net connect (Fall 2000) p. 26-8.

[11] E.D. Tabs. Public Libraries in the United States: Fiscal Year 2000. Tables C2 and C3. Washington, D.C.: U.S. Dept. of Education, National Center for Educational Statistics, 2002. (http://nces.ed.gov/pubs2002/2002344.pdf).

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[14] Hetzel, Lisa and Annetta Smith. The 65 years and over population: 2000. Washington, DC: U.S. Census Bureau, 2001. (http://www.census.gov/prod/2001pubs/c2kbr01-10.pdf).

[15] Shoemaker, John A. Vision Problems in the U.S. Bethesda, MD: National Eye Institute, 2002. (http://www.nei.nih.gov/eyedata/pdf/VPUS.pdf).

[16] Kids Count Data Book Online. State Profile – Vermont. Baltimore, MD: Annie E. Casey Foundation, 2002. (http://www.aecf.org/cgi-bin/kc2002.cgi?action=profile&area=Vermont#2).

[17] Note: statistics not otherwise credited are from Department of Libraries records and are available for inspection at the Department.

STATEMENT OF PROGRAM ASSURANCES

All State Library Administrative Agencies receiving assistance under the Library Services and Technology Act, P.L. 104-208, as amended, must comply with the statutes and regulations cited below. To receive federal assistance, all applicants must provide this signed Statement of Program Assurances.

The undersigned, on behalf of the State Library Administrative Agency (SLAA), agrees that the SLAA will comply with Subtitle B of the Museum and Library Services Act of 1996 -- the Library Services and Technology Act ("LSTA" or this "Act"), P.L. 104-208, as amended, and all of its provisions, including those set forth below.

(a) Pursuant to 20 U.S.C. Section 9122(6), the SLAA provides assurance that it has the fiscal and legal authority and capability to administer all aspects of the LSTA, that it will establish the State's policies, priorities, criteria, and procedures necessary to the implementation of all programs under this Act (including the development of a State Plan), and that it will submit copies of these materials for approval as required by regulations promulgated by the Director of the Institute of Museum and Library Services (IMLS).

(b) Pursuant to 20 U.S.C. Section 9134(b)(6), the State Library Administrative Agency provides assurance that it will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public elementary school and secondary school libraries that do not receive services at discount rates under section 254(h)(6) of the Communications Act of 1934, and for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

(c) Pursuant to 20 U.S.C. Section 9134(b)(7), the SLAA provides assurance that it shall make reports, in such form and containing such information, as the Director may require reasonably to carry out the State Plan and to determine the extent to which funds provided under this Act have been effective in carrying out the purposes of this Act.

(d) The SLAA agrees that it will comply with all applicable IMLS regulations, including 45 C.F.R. Part 1183 -- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government; 45 C.F.R. Part 1180.44 -- Federal Statutes and Regulations on Nondiscrimination; 45 C.F.R. Part 1110 -- Nondiscrimination in Federally Assisted Programs; and 45 C.F.R. Part 1185 -- Government-wide Debarment and Suspension and Government-wide Requirements for Drug-Free Workplace, under the rules for the National Foundation on the Arts and the Humanities.

The SLAA further provides assurance that it will comply with all other applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding.

These assurances are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The SLAA recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this Statement of Program Assurances. These assurances are binding on the SLAA, its successors, transferees, and assignees, and on the Authorizing Official whose signature appears below.

For additional information on this Statement of Program Assurances, contact IMLS at 1100 Pennsylvania Avenue, N.W., Washington, DC 20506.

_____
Signature of Authorizing Official

Sybil Brigham McShane, State Librarian — September 3, 2002

Name and Title of Authorizing Official — Date

BEST COPY AVAILABLE

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING; FEDERAL DEBT STATUS; AND NONDISCRIMINATION

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

(a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
(b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction, or in connection with a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
(d) have within a three-year period preceding this application/proposal had one or more public transactions (Federal, state or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

2. DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
(b) establishing an ongoing drug-free awareness program to inform employees about:
    (1) the dangers of drug abuse in the workplace;
    (2) the grantee's policy of maintaining a drug-free workplace;
    (3) any available drug counseling, rehabilitation, and employee assistance programs; and
    (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
   (1) abide by the terms of the statement; and
   (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
   (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
   (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for Federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

3. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over $100,000, the applicant certifies to the best of his or her knowledge and belief that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;

(d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

_____

Signature of Authorizing Official

Sybil Brigham McShane, State Librarian

_____

Name and Title of Authorizing Official

September 3, 2002

_____

Date

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§16811683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE: State Librarian
APPLICANT ORGANIZATION State of Vermont Department of Libraries	DATE SUBMITTED September 3, 2002

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CERTIFICATION OF APPROPRIATE STATE LEGAL OFFICER

I hereby certify that DEPARTMENT OF LIBRARIES (Name of State Agency) VERMONT, (Name of State) is the official State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that Sybil Brigham McShane (Name of Authorized State Agency Official) is the officer authorized to submit the State Plan for the named State Agency; that the State Treasurer or N/A (Title of Officer other than State Treasurer) has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.

_____
(Signature of Attorney General or Other State Legal Officer)

_____
Title

_____
Date

U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
Educational Resources Information Center (ERIC)

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